



THE HAWAII'Ī ACADEMY OF RECORDING ARTS

Nā Hōkū Hanohano Awards Submission Guidelines

Submission Deadline: Friday, January, 17, 2020 by 4:00 p.m. – HST

These are the official guidelines to submit albums, EPs, singles, **music videos**, and music DVDs for Nā Hōkū Hanohano Awards consideration. **NOTE: there have been some changes effective for the 2020 Awards. Please read these guidelines carefully before going on to the Submission Forms.**

Beginning with the 2020 Nā Hōkū Hanohano Awards all submissions will be made on-line, deposit materials (CDs, Haku Mele lyric sheets, etc.) will be uploaded – no hard copies will be accepted, all submission fees will be paid online.

The new submission forms will be posted no later than December 1, 2019. There will be separate forms for:

- **Album of the Year** • **EP Release of the Year** • **Single of the Year**
- **Music Video of the Year** • **Music DVD of the Year** • **International Album**

Definition of Eligibility:

- All recordings created, produced, engineered, and recorded by a Hawai'i resident artist(s), musician(s), or technician(s), released during the eligibility year, are eligible for inclusion on the preliminary voting ballot provided that they are available for purchase through established retailers and/or distributors. Proof of commercial availability, release date, the submission fee, and any other required materials as specified on the submission form must be received in the HARA office by the above deadline.

All releases must be available for sale by December 31, 2019.

Physical products such as CDs and DVDs must be available for purchase at "brick-and-mortar" stores or established online retailers in order to be eligible.

Digital download–only releases must be available for purchase through established online services such as iTunes, Rhapsody, Amazon, CD Baby, etc. in order to be eligible.

Releases available through streaming services such as Pandora, Spotify and YouTube are also eligible, provided that they are generating revenue and are not only for promotional purposes, and they are available for listening and/or viewing prior to December 31 of the eligibility year.

Physical products (CDs/DVDs) that are only available for sale on artist websites and/or at live performances are **not** eligible.

- For eligibility in the Male Vocalist, Female Vocalist, Group, Most Promising Artist, and Favorite Entertainer of the Year, artist(s) must be **alive within** the eligibility year. Artists on compilations and anthologies are not eligible in these five (5) categories.
- In determining entry of performers in the Male and Female Vocalist categories, the individual performer may select the category that best reflects how they self–identify their gender.

- In determining placement of releases in Male Vocalist, Female Vocalist, Group of the Year and Compilation categories primary consideration will be given to how the release is titled. Only named artists and named performing members of a group will be eligible to receive an award in any category except for compilations and anthologies, which are awarded to the producer(s), and for Album of the Year, which is awarded to the artist(s) and producer(s).

- The number of producers eligible for Album of the Year, Anthology of the Year, and Compilation of the Year is limited to no more than four (4) in number.

- Residency requirements apply in certain General, Genre, Technical, and Adjudicated categories. Three distinct types of residency are recognized for the purpose of determining eligibility 1) Hawai'i resident; 2) U.S. Mainland resident; and 3) foreign resident. Proof of residency (e.g. driver's license, state ID, utility bills, etc.) is required for any individual who lives in any location (Hawai'i, U.S. Mainland, or a foreign country) for less than six (6) months a year, but wishes to claim residency there.

- In the General, Genre Categories, Technical and Adjudicated categories, only works by Hawai'i residents may be entered. U.S. Mainland residents are only allowed in the specific, Hawai'i–originating genres:

- | | |
|-------------------------------|---------------------------------------|
| – Hawaiian EP | – Hawaiian Single |
| – Hawaiian Album of the Year | – Island Music Album of the Year |
| – Slack Key Album of the Year | – 'Ukulele Album of the Year) |
| – Haku Mele Award | – Hawaiian Language Performance Award |

Foreign residents are only eligible for the International Album – Special Recognition Award.

- Recordings released between January 1 and December 31 will be eligible each competition year.

- Five (5) recordings must be released within the competition year in order to establish a new category (subject to approval by the Board of Governors).

- A minimum of three (3) recordings must be released within the competition year in order to maintain an award category.

- Releases must contain a minimum of nine (9) tracks or meet or exceed 30 minutes playing time to qualify as an album, or for artists, producers and other contributors to qualify for any of the general, genre, technical or adjudicated categories. **Identified bonus tracks will be counted towards the quantum in any category. Unidentified or ghost tracks will not be counted.** See **General Categories** below for definitions of EP (extended play) and single releases.

- Releases must contain 75% of newly-recorded or previously unreleased material by the artist to qualify for submission. Anthologies as albums of previously released material, are the only exception.

- If tracks that were released as singles are included in a new album or EP the tracks/singles must have been released in the same eligibility year as the album or EP to count toward the 75% quantum of previously unreleased tracks.

- If tracks were released as singles are included in an anthology those tracks must have been released in a previous eligibility year in order to count toward the 75% quantum of previously released tracks.

Selection Procedure:

- All eligible releases in the **General** and **Genre Categories** are included on the preliminary ballot and are voted on by current regular and associate members.
- The Selection Committee will vet the releases to determine their placement within the **Genre Categories**. The final arbiter will be the Selection Committee. Confirmation must be obtained prior to doing a mailing, eblast or other promotion, that the release has been placed in the requested category.
- For the **Adjudicated Awards**, a panel of Hawaiian language, composers, engineers, writers, graphic designers, and music specialists appointed by the Board of Governors selects the finalists and the winner.
- Only voting members of HARA that have applied for membership at least one (1) month prior to the awards ceremonies are eligible to vote in the Nā Hōkū Hanohano Awards balloting. Members whose membership has expired must renew at least one (1) month prior to the award ceremonies to be eligible to vote.
- **The online eVote site** will tabulate the votes on the preliminary ballot, and forward the top five (5) receiving the most votes for inclusion on the final ballot.
- In the event of a tie in the fifth position, six (6) submissions will advance to the final ballot. In the event that exactly six (6) submissions appear on the preliminary ballot, all six (6) names will advance to the final ballot.
- **The online eVote site** will tabulate the votes on the final ballot, and the winners will be announced at the Nā Hōkū Hanohano Awards ceremony.
- The public votes for the **Favorite Entertainer of the Year**. The vote for the Favorite Entertainer is conducted at the HARA website (www.nahokuhanohano.org). Artists must have released an album in the eligibility year, be residents, and living within the eligibility year. Artists on compilations and anthologies are not eligible.
- The deadline for the receipt of the submission form at the HARA office is **Friday, January 17, 2020, at 4:00 pm Hawai'i Standard Time** following the eligibility year. There will be no exceptions to the deadline. **Submissions are not considered complete without the required deposit material, proof of commercial availability, and payment of submission fee as specified on the submission form.**
- **Submissions will be online only, submission fees will be paid online only. Required deposit materials will be uploaded to the site provided on the submission form.**
- **Submission fees will be non-refundable.**
- Once the finalists are announced nominees will not be allowed to withdraw their names from

competition.

- The Selection Committee reserves the right to review and adjudicate any release that falls outside these rules/guidelines.

General Categories:

Artists(s), producer(s) or composer(s) must be residents of the State of Hawai'i. See below for exceptions. In general categories where groups are eligible, and the group is comprised of both Hawai'i residents and residents outside of Hawai'i the group is eligible provided that a majority (more than 50%) of the members are Hawai'i residents. Only the resident member(s) will be eligible to receive the award.

Album of the Year

(Producer's and Artist's Award) Best produced album release of the year. U.S. Mainland producer(s) is eligible provided the artist(s) is a Hawai'i resident, 75% of the album is recorded in Hawai'i, **contains a minimum of 9 tracks including bonus tracks, or meets or exceeds 30 minutes of playing time.** **To be eligible the producer must have produced 51% of the album.**

EP (Extended Play) Release of the Year

Best release of the year that contains at least three (3) but no more than eight (8) separate tracks **including bonus tracks, and less than 30 minutes of playing time**, 75% or more of the tracks must be previously unreleased. Compilations meeting the song quantity requirement are eligible. Anthologies are not eligible in this category.

U.S. Mainland artists are eligible if 75% of the tracks feature vocals in the Hawaiian language or are performed in slack key, 'ukulele or Island Music styles.

If a compilation, U.S. Mainland producers may be considered for the award if 75% of the EP is recorded in Hawai'i or if at least 75% of the tracks feature vocals in the Hawaiian language or are performed in slack key, 'ukulele or Island music styles.

Artists submitting entries are eligible for the Male Vocalist, Female Vocalist, Group of the Year, and Favorite Entertainer of the Year categories. If an entry is an artist's first recorded effort, they are eligible for the Most Promising Artist category. New Compositions on the release are eligible for the Song of the Year, Instrumental Composition and/or Haku Mele categories. Graphic artists and liner annotators are eligible for consideration under the rules of the Technical Categories (see below).

EPs featuring the same tracks as a nominated full album by the same artist are eligible in either category (EP or an album category) but not both.

Hawaiian EP (Extended Play) Release of the Year

Best release of the year that contains at least three (3) but no more than eight (8) separate tracks **including bonus tracks and less than 30 minutes of playing time**, 75% or more of the tracks must be in the Hawaiian Language, and must be previously unreleased. Compilations meeting the song quantity requirement are eligible. Anthologies are not eligible in this category.

U.S. Mainland artists are eligible if 75% of the tracks feature vocals in the Hawaiian language or are performed in slack key, 'ukulele or Island Music styles.

If a compilation, U.S. Mainland producers may be considered for the award if 75% of the EP is

recorded in Hawai'i or if at least 75% of the tracks feature vocals in the Hawaiian language or are performed in slack key, 'ukulele or Island music styles.

Artists submitting entries are eligible for the Male Vocalist, Female Vocalist, Group of the Year, and Favorite Entertainer of the Year categories. If an entry is an artist's first recorded effort, they are eligible for the Most Promising Artist category. New Compositions on the release are eligible for the Song of the Year, Instrumental Composition and/or Haku Mele categories. Graphic artists and liner annotators are eligible for consideration under the rules of the Technical Categories (see below).

EPs featuring the same tracks as a nominated full album by the same artist are eligible in either category (EP or an album category) but not both.

Single of the Year

Best-recorded performance of a song released as a single in either physical (CD) or digital format. The release may be of only one or two distinct tracks. If two tracks are included, an "A" side must be specified for consideration. The "B" side may be a different song or a different version (remix, karaoke, acoustic, etc.) of the "A" side.

There is no limit to the total playing time; only one single per artist may be submitted. **Artists may submit a different single in the Hawaiian Single of the Year category.**

The track(s) may not be included on a physical CD or packaged and promoted as part of a digital "album" on any online service unless the release of the single precedes the CD/album release by at least 30 days.

Artists submitting entries in this category are not eligible for the Male Vocalist, Female Vocalist, Group, Favorite Entertainer, Most Promising Artist of the Year; and are not eligible for Technical, or Engineering Award categories. New compositions on the release are eligible for the Song of the Year, Instrumental Composition and/or Haku Mele categories.

Hawaiian Single of the Year

Hawaiian Single of the Year. Best-recorded performance of a song released as a single in either physical (CD) or digital format in the Hawaiian language.

While words or short phrases in other language are allowed, the composition must be predominantly in the Hawaiian language.

The release may contain only one or two distinct tracks. If two tracks are included, and "A" side must be specified for consideration. The "B" side may be a different song or a different version (remix, Karaoke, acoustic, etc.) of the "A" side. There is no limit to the total playing time.

The track(s) may not be included on a physical CD or packaged and promoted as part of a digital "album" on any online service unless the release of the single precedes the CD/album release by at least 30 days.

U.S. Mainland artists are eligible if the track(s) feature vocals in the Hawaiian language or are performed in slack key, 'ukulele or Island Music styles.

Artists submitting entries in this category are not eligible for Best Male Vocalist, Female Vocalist, Group of the Year, Favorite Entertainer or Most Promising Artist; singles are not eligible for Technical, or Engineering Award categories. New compositions on the release are eligible for the Song of the Year, Instrumental Composition, and/or Haku Mele categories.

Only one single per artist shall be submitted. **Artists may submit a different single in the**

Single of the Year category.

Song of the Year

(Composer's Award) Best achievement in creating a first-time recorded song containing both words and melody. Only one song per release may be submitted. -Collaborations between Hawai'i and those residing outside of Hawai'i are eligible for entry and placement on the ballot, however only the resident composer(s) will be eligible to receive the award.

Instrumental Composition of the Year

(Composer's Award) Best achievement in creating a first-time recorded instrumental composition. Only one composition per release may be submitted. Non-resident composers (and/or co-composers) are not eligible. Collaborations between Hawai'i and those residing outside of Hawai'i are eligible for entry and placement on the ballot, however only the resident composer(s) will be eligible to receive the award.

Music Video Of The Year

Best performance of music and video. At least 75% of the Video must contain musical performance or content in which the music of Hawai'i is the subject.

May contain no more than two distinct music tracks.

Videos that feature musical performance may include educational or scenic features provided the emphasis is on performance and not solely on instruction or scenery.

Nominees in this category are not eligible in the Male Vocalist, Female Vocalist, Group, and Most Promising Artist categories; and not eligible for the Engineering, Graphics and Liner Notes Awards.

Music DVD of the Year

Best performance of music and video, or documentary in which the music of Hawai'i or significant contributor to the music of Hawai'i is the subject. At least 75% of the DVD must contain musical performance or content in which the music of Hawai'i is the subject.

Releases that feature music performance must contain three or more distinct music tracks.

Releases must have a minimum of 20 minutes running time, excluding titles and credits.

Nominees in this category are not eligible in the Male Vocalist, Female Vocalist, Group, and Most Promising Artist categories; and not eligible for the Engineering, Graphics and Liner Notes Awards.

Female Vocalist of the Year

Best performance by a female artist of newly recorded material, 75% of which must be of vocal content. Spoken word is not eligible.

Groups that credit a single, featured female vocalist (*e.g. "Joan Jett and the Blackhearts"*) are considered groups and **may not** be entered in this category even if the group was previously allowed to define itself as being a female vocalist.

Duos may not be entered in this category, regardless of the vocal or instrumental contribution of the named members.

Group of the Year

Best performance by a duo or group of newly recorded vocal or instrumental material.

Groups that credit a single, featured vocalist (*e.g. "Bill Haley and the Comets" or Siouxsie and*

the Banshees or Booker T and the MGs) **must be** entered in this category even if the group was previously allowed to define itself as being a single male or female vocalist.

Duos must be entered in this category, regardless of the vocal or instrumental contribution of the named members.

Male Vocalist of the Year

Best performance by a male artist of newly recorded material, 75% of which must be of vocal content. Spoken word is not eligible.

Groups that credit a single, featured male vocalist (*e.g. "Paul McCartney and Wings"*) are considered groups and **may not** be entered in this category even if the group was previously allowed to define itself as being a single male vocalist.

Duos may not be entered in this category, regardless of the vocal or instrumental contribution of the named members.

Most Promising Artist(s) of the Year

Best first-recorded effort as a featured artist or group. First recorded effort shall be defined as first commercially available CD or EP by an artist or group and shall include retail sales worldwide.

First time participation on a compilation with other artists, and/or participation as a guest artist or previous release of a single shall not constitute a first recorded effort.

Artists who have previously recorded and who form new groups, or artists who have previously recorded as a member of a group who then release as a solo artist are ineligible for Most Promising Artist of the Year.

Extenuating factors may be considered to determine eligibility including:

- total number of members in the new group
- number of recordings the member participated in, or the number of recordings the group recorded
- prominence of the member either as a solo artist or of the group, which recorded previously

The intent of the Most Promising Artist Award is to recognize and encourage new artists.

Favorite Entertainer of the Year

Best performance by an artist or group. Artists on compilations and anthologies are not eligible. Artists on singles and music videos are not eligible.

Genre Categories:

Albums by US Mainland residents are ONLY eligible in the Hawaiian, Island Music, Slack Key and 'Ukulele categories. Non-U.S. residents are not eligible in any genre category. Singles and EPs (Extended Play releases) are ineligible in any genre category. Albums are artist awards, exceptions are noted below.

Entries that feature spoken voice (as opposed to sung) will be allowed in the thematic genre categories only – Christmas, Comedy, Island Music, and Religious.

Alternative Album of the Year

“**Alternative**” is defined as music of a non-traditional form that retains an outsider and underground perspective, and is mostly outside the mainstream music consciousness. Currently viewed as avant-garde in nature, the music and recordings may utilize new and vintage technology, innovative production techniques and could contain trace elements of mainstream punk, rock, pop, R&B, reggae, dance, folk classical, Hawaiian, and other musical forms.

Anthology of the Year

(Producer’s Award) Best album of previously released material. At least 75% of the album must have previously released material from at least two (2) different releases. The album must also have a revised song order, be repackaged, or be substantively different from the original releases. Non-resident producers are eligible if at least 75% of the tracks feature vocals in the Hawaiian language or are performed in slack key, ‘ukulele or Island music styles.

Remastering of original tracks is allowed, but no tracks may have new instrumental or vocal components added. The original instrumental and vocal tracks may not be remixed, nor is any other substantial change to the music content of the track(s) allowed. Tracks featuring such changes will not count toward the 75% requirement of previously released material.

Christmas Album of the Year

Best performance in a Christmas theme. At least 75% of the album must contain Christmas material.

Comedy Album or Comedy DVD of the Year

Best comedy performance released on album or DVD. At least 75% of the album or DVD must contain comedy material.

Compilation Album of the Year

(Producer’s Award) Best album of newly released material. The album must contain a minimum of three (3) distinct artists on distinct tracks. Non-resident producers are eligible if at least 75% of the tracks feature vocals in the Hawaiian language or are performed in the slack key, ‘ukulele or Island music styles, or if 75% of the album is recorded in Hawai‘i.

Contemporary Album of the Year

Best performance in a contemporary style and predominantly utilizing electric and/or electronic instruments.

Contemporary Acoustic Album of the Year

Best performance in a contemporary style and predominantly utilizing acoustic instruments.

Hawaiian Music Album of the Year

Best performance of Hawaiian music. At least 75% of the album must contain material in the Hawaiian Language.

Hip Hop Album of the Year

Best performance of music in a Hip Hop Style. At least 75% of the album must contain Hip Hop material.

Instrumental Album of the Year

Best instrumental performance. At least 75% of the album must contain non-vocal material.

Island Music Album of the Year

Best contemporary performance of music of or about Hawai'i. At least 50% of the album must contain material of or about Hawai'i.

Jazz Album of the Year

Best jazz performance. At least 75% of the album must contain jazz material.

Metal Album of the Year

Best metal performance. At least 75% of the album must contain metal material.

R&B Album of the Year

Best performance of music in an R&B style. At least 75% of the album must contain R&B material.

Reggae Album of the Year

Best reggae performance. At least 75% of the album must contain reggae material.

Religious Album of the Year

Best performance of religious material. At least 75% of the album must contain religious or inspirational material.

Rock Album of the Year

Best rock performance. At least 75% of the album must contain rock material.

Hawaiian Slack Key Album of the Year

Best performance of slack key or vocals with slack key accompaniment. Release can be 100% vocal with slack key accompaniment, 100% instrumental or any combination of the two, provided that 75% of the instrumental tracks and instrumental accompaniment to vocals must be in a slack key tuning and played in a slack key style; 75% of the vocal tracks must be in Hawaiian Language.

The SC may consult with acknowledged practitioners to determine the appropriateness of entries into this category.

Slack key guitar or kīkā kī hō'alu is a uniquely Hawaiian approach to guitar playing that is unlike any other guitar style in the world. It gets its name from the way the guitar is tuned – some of the strings are loosened or slacked. It is usually characterized as having an alternating bass line while the melody is plucked on the higher pitched strings.

Techniques and ornamentations include slides, pull-offs, add-ons, hammers, slurs, and harmonics (sometimes referred to as chimes). The music sometimes reflects hula rhythms and is characterized by turnarounds or “vamps”, phrases, and chordal structure of the compositions. Just playing in an alternate tuning does NOT make it slack key. It's the dedication to the bass in support of the melody that differentiates it.

'Ukulele Album of the Year

Best 'ukulele performance. 75% of the tracks must feature the 'ukulele predominately without vocals, and may feature 'ukulele performance in any musical style; may contain up to 25% vocal

tracks with 'ukulele accompaniment, provided the 'ukulele accompaniment is not subordinate to any other accompanying instrument.

Note:

- Compilations of any genre (Comedy, Jazz, Slack Key etc.) are not eligible in that particular genre category, as all genre categories are artist awards (single artist or group). Compilations of any genre of music will be considered in the genre category – Compilation Album of the Year.

The 75% quantum required on an album of 9 songs is 7 songs; on an album of 10 songs it is 8 songs; on an album of 11 songs it is 9 songs; on an album of 12 it is 9 songs; on an album of 13 songs it is 10 songs; on an album of 14 songs it is 11 songs, etc.

Adjudicated Categories:

Haku Mele Award

(Composer's Award) Best first–released song or chant primarily in the Hawaiian language. Only one (1) composition per composer per release is permitted. Compositions co-written with one or more composers may be submitted up to a total of three (3) distinct composer(s)/composer groups per release.

The text of the composition must be in an 'oki (through-composed), paukū (verse only) or, paukū/hui (verse/chorus) or other such musical structures associated with Hawaiian musical performance. Texts comprised of monologues, dialogs, and other oratory forms are not eligible for this category. A panel of judges selects the Award based on:

1. Poetic style of the Hawaiian language where appropriate.
2. Proper wording (choice of words and/or phrases) of the Hawaiian Language.
3. Musical composition.

Entrants must submit lyrics, translations and kaona (if any) for each entry.

Hawaiian Language Performance Award

(Artist Award) Best performance in the Hawaiian language. Singles, EPs, anthologies and compilations are not eligible. At least 75% of the tracks must contain material in the Hawaiian language. Reviewing the release in its entirety, a panel of judges selects the award based on:

1. Proper pronunciation of the Hawaiian language.
2. Overall interpretation of the Hawaiian language in the musical performance.

General Engineering Award *(Must be a resident of the State of Hawai'i)*

Best technical achievement in a sound recording and mix–down for all genres of music other than Hawaiian music albums, slack key, and 'ukulele albums. Digital download–only releases are eligible in this category. Albums and EPs are eligible; singles are not.

Resident engineer(s) must have engineered 51% of the album or EP to be eligible for consideration.

Hawaiian Engineering Award (Must be a resident of the State of Hawai'i)

Best technical achievement in a sound recording and mix–down for Hawaiian music albums, slack key, and 'ukulele albums. Digital download–only releases are eligible in this category. Albums and EPs are eligible; singles are not.

Resident engineer(s) must have engineered 51% of the album or EP to be eligible for consideration.

Graphics Award (Must be a resident of the State of Hawai'i)

Award for the best total packaging – exterior (*cover*) and interior (*booklet/insert, disc art*) graphics – that artistically conveys the record's theme.

Liner Notes Award (Must be a resident of the State of Hawai'i)

Award for best liner notes that enlightens the reader about the artist, the project's theme, significance of song choices, and in the case of Hawaiian language recordings, provides lyrics and translations.

International Album – Special Recognition Award

Award is restricted to non–US artists (those born in, and who reside in the country in which the submission originates). Eligible albums include those whose tracks are one of the following:

- 75% in the Hawaiian language, or
- 50% of or about Hawai'i, or
- Performed in slack key styles (**see eligibility rules above**), or
- Performed on the 'ukulele (**see eligibility rules above**), or
- Compilation albums (3 or more distinct artists on distinct tracks) must have 75% of the tracks in the Hawaiian language or 50% of the tracks of or about Hawai'i, performed in slack key styles or on the 'ukulele.
- Anthologies are not eligible

Albums will be judged on a point system, 10 points being the highest number awarded and the sum of points will determine the award.

Albums with vocal content will be judged on:

- Musicality (10 points)
- Language/pronunciation (10 points)
- Production quality (10 points)

Slack key and 'ukulele albums will be judged on:

- Musicality (10 points)
- Instrumental performance (10 points)
- Production quality (10 points)

Five (5) additional points will be awarded to albums produced and recorded in the country of origin without participation of Hawai'i based artists/producers/engineers.

Deadline is Friday, January 17, 2020 by 4:00 p.m.– Hawai'i Standard Time (HST)

Please prepare your submission materials in the following formats:

- Your release's audio files should be prepared as MP3 files. Every track on your release should be submitted in this format.
- Songs you are submitting for consideration for an Engineering Award should be prepared as WAV files, 44.1k, 16 bit resolution or higher. Please submit a file in this format even though you may have also submitted the track an MP3 file.
- Video files you are submitting for consideration for Music Video of the Year should be prepared as MP4 files.
- Graphics, Liner Notes, and lyrics/translations/narrative for Haku Mele entries should be prepared as PDF files.

All submission forms, submission fees, proof of commercial sale, and deposit material – **CDs, DVDs, lyric/translation copies etc** – must be **submitted by** deadline, **without exception**.